

SCREEN 319 - PGM/PRJ CODE MAINTENANCE

This table defines valid TEES PG/PJ numbers in the B/P/P System, the valid period of time and the name or description associated with that PG/PJ.

After receiving the screen **319** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular PG/PJ
3. Modify a particular PG/PJ title data
4. Delete a particular PG/PJ from the PG/PJ table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. INQUIRE

To inquire about a particular project:

- * **FUNCTION** field should be blank.
- * Type the 2-digit numeric part number and the PG/PJ number and press the **ENTER** key.
- * Once the part and PG/PJ have been entered, the title information, if any, will be displayed. If the project is not in the file the user will receive the following message: **PART PG/PJ NOT ON DATABASE.**

3. MODIFY

Before a new PG/PJ is added to the file or before any modification is made to an existing PG/PJ title, the user should first **INQUIRE** about the PG/PJ as described above. This will 'pull up' any data that already exists for the PG/PJ in the file.

To **ADD** a new PG/PJ number to the file the user should:

- * Type **M** in the **FUNCTION** field.
- * The PG/PJ numbers should still be displayed from the user's previous inquiry.

- * Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), **TAB** to the title field and type the short title of the project (maximum of 20 characters).
- * Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the PG/PJ is being **CHANGED**, the user should:

- * Type **M** in the **FUNCTION** field.
- * Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the project should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). *Date ranges may NOT overlap.*
- * The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **'FROM'** date, **TAB** to the title field and type the new short title of the project (maximum of 20 characters). **TAB** to the next field on the long title line and type the new long title of the project (maximum of 50 characters).
- * Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

It is very rare that an entire PG/PJ must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of a PG/PJ being entered erroneously.

To **restrict** the use of a PG/PJ to a specific time period:

- * The user must enter the appropriate dates (both **FROM** and **THRU**) for which the PG/PJ is valid. The **best** way to inactivate a PG/PJ is to enter a **THRU** date, while leaving the PG/PJ on the BPP-TABLES File # 64. This allows the PG/PJ descriptions to be found when processing historical reports, while warning of use of the PG/PJ on current payroll processing.

To **delete** a PG/PJ (and all the title data associated with it):

- * The user must type a **D** in the **FUNCTION** field, the part (PT), PG/PJ number and press the **ENTER** key. The user will then see the following message: **PG/PJ HAS BEEN DELETED FROM D.B.**

To **delete** a particular title and/or time period range for a project:

- * The user must enter an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the project. If the last title is deleted, the PG/PJ will be deleted as well.

SCREEN 319 - PGM/PRJ CODE MAINTENANCE TABLE

319 TAMUS B/P/P System - Pgm/Prj Code Maintenance						01/21/03 15:10	
						D BPP0002 000B	
Screen: <u>1</u>		Function: <u>2</u> (Blank=Inquire, D=Delete, M=Modify, E=End)					
Pt <u>3</u>		PG/PJ <u>4</u>					
Title		Effective Dates				Action Performed	
Type	A/C	From	Thru		Title		
Short	<u>5</u>	<u>6</u> <u>7</u> <u>8</u>	<u>9</u> <u>10</u> <u>11</u>		<u>12</u>		
Short	-	- - -	- - -	- - -	- - -		
Short	-	- - -	- - -	- - -	- - -		
Short	-	- - -	- - -	- - -	- - -		
Short	-	- - -	- - -	- - -	- - -		
Short	-	- - -	- - -	- - -	- - -		

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Exit Main

SCREEN 319 - PGM/PRJ CODE MAINTENANCE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	PART NUMBER	Must be a valid 2-digit numeric part number
4	PG/PJ NUMBER	Must be 4 characters or less
5	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
6, 7, 8	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 6 - MM 7 - DD 8 - YYYY
9, 10, 11	EFFECTIVE THRU DATE	Blank or must be a valid date in MM DD YYYY format; 9 - MM 10 - DD 11 - YYYY
12	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters